



Conservationist I

Open Non-Promotional Statewide Examination

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| Department: | California Conservation Corps | | |
| Opening Date: | August 10, 2018 | | |
| Type of Exam: | Departmental Open, Non-Promotional | | |
| Monthly Salary: | Range A \$2,910 – \$3,540 | Range B \$3,736 – \$4,623 | |
| Location: | Statewide | | |

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (MQs) as stated on this bulletin may apply for and take this Training and Experience (T & E) self-assessment examination. The link to the examination will be e-mailed to those candidates who meet the minimum qualifications. Please ensure you have a valid e-mail address on your application.

CONTINUOUS FILING

Applications for this examination can be submitted at any time. All applications received or postmarked on or before the announced cut-off date will be processed and those received or postmarked after the cut-off date will be held until the next administration of the exam. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

CUT-OFF (FINAL FILING) DATES FOR 2019

Below are the pre-established cut-off dates for **2019**. Applications will be processed after each date. Applications received or postmarked after a cut-off date below will be held and processed on the next cut-off date.

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| FEBRUARY 28 | APRIL 30 | JUNE 28 | AUGUST 30 | OCTOBER 31 | DECEMBER 31 |
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HOW TO APPLY

Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application. Please include **C I Exam 8CQ12** on the front page of the application.

File by mail or
in person:

California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either clicking here <https://calcareers.ca.gov/pdf/STD678.pdf> or by logging into your CalCareers account and printing a copy. Send your completed application to the address above. Please make sure to sign your application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, contact the CCC Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hard of hearing at (800) 735-2929 for TTY phones or at (800) 735-2922 from voice phones.

TYPE OF EXAMINATION

This is an open, non-promotional examination. Applications will not be accepted on a promotional basis. Career credits will be granted.

TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is **18 months**. Once you have taken and passed the examination, you may not re-take it for 18 months. Successful candidates will have **24 months** of eligibility from the date they are placed onto the list.

THE POSITION

This is the entry, working, and journey level class. Under direction, incumbents work with and/or direct the work of a crew on a wide variety of conservation activities and projects. Incumbents transport crew members and staff to job sites in state-owned vehicles. Assignments may be specific to include but are not limited to, leading crews on the grade or in the field, acting in a relief capacity, as an advisor in a residential or satellite facility, leading energy crews, or acting in a relief capacity filling in for several or all areas. Incumbents evaluate the scope of work on new projects and determine appropriate methods/techniques to complete the work; facilitate work/learn activities of daily work projects; represent the department in meetings with project sponsors; track, document, and report crew members' time and attendance; assist new crew members and staff in understanding program expectations; teach project and life skills; direct and counsel crew members and staff; document the status of projects and enter data in the automated project tracking system; prepare and process written reports, invoices, and other administrative documents; maintain and secure assigned property; conduct, document, and track investigations of crew member discipline; instruct crew members and staff in safety practices; perform substance abuse interventions; track crew member participation in substance abuse recovery programs; safely transport and direct crews on disaster relief operations such as wild land fires and floods; lead and direct crew members and staff on overnight camp or "spike operations"; instruct crew members and staff in the protection, conservation, and restoration of natural resources, facilities maintenance, landscaping, restoration of historic monuments/buildings, and preventive vehicle inspection and minor maintenance; provide the technical expertise to oversee energy work projects which include: energy and water use audits; weatherization; installation of energy efficient lighting and controls; installation of heating, ventilation, and air conditioning (HVAC) controls and preventive maintenance measures; installation of other energy and water conservation measures; installation of solar water heating and photovoltaic systems; earthquake proof fixtures in public buildings and prisons; affordable housing rehabilitation, including rough and finish carpentry, electrical wiring, plumbing, drywall, and painting; manage satellite programs including the purchase of supplies, tools, and equipment; deliver departmental training to crew members and staff including, but not limited to, state mandated and additional department specific driver's training, flood fighting techniques, fire camp support, First Aid/Cardiopulmonary Resuscitation (CPR); market special programs, such as internships and weatherization; recruit crew members; coordinate an alcohol and drug program; meet with community-based organizations and coordinate publicity with local media. Incumbents may oversee an entire center on evenings and weekends.

POSITIONS

Positions exist statewide with the California Conservation Corps.

EXAMINATION INFORMATION

Training and Experience Self-Assessment

Weighted 100%

The examination consists of a Training and Experience online self-assessment and is the sole component of the examination. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Only those applicants who meet the minimum qualifications will be sent the link to the exam. **Candidates who are sent the link but do not complete the exam by the due date will be eliminated from the exam and will need to reapply by submitting another application.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.

A completed standard state application (STD. 678) is required and must include: “to” and “from” dates (month/day/year), time base, and if applicable, civil service classification titles. It is the applicant’s responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs. **Those qualifying using education must submit an unofficial copy of transcripts when applying. An official copy of the transcripts will be requested upon appointment.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Possession of a valid Commercial Class C driver license with a Passenger Transport Vehicle special endorsement or equivalent. (Applicants who do not possess the license will be admitted to the examination, but must secure and provide evidence of their license prior to appointment.); **and**

Equivalent to completion of the twelfth grade, **and**

Either I

One year of experience as a Corpsmember in the California Conservation Corps, including at least six months as a Crew Leader; **OR**

II

One year of experience in organizing, instructing, leading, and evaluating six or more people in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the direction and welfare of the persons involved. Qualifying experience can be gained through work in the following types of businesses/activities: labor crews in the private or public sector; organized outdoor adventure programs; service-oriented organizations (fast food chains, park and recreation facilities, summer camps, group homes, and daycare programs); seasonal labor; educational programs; coaching; or scout leadership; **OR**

III

Two years of experience as a Special Corpsmember in the California Conservation Corps performing one or more of the following duties: mentoring or counseling Corpsmembers during evening hours; engaging Corpsmembers in activities designed to transfer skills; or overseeing Corpsmembers in recreational or educational activities; **OR**

IV

One year of experience as a skilled craftsperson organizing, instructing, leading, and evaluating six or more people on a crew involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work); **OR**

V

Completion of 60 semester or 90 quarter units from an accredited college or university; **OR**

VI

One year of experience as a licensed general or specialized contractor.

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Building trades which may include basic carpentry, painting, plumbing, masonry, roofing, landscape gardening and fence construction.
2. Tool use and maintenance of power equipment and hand tools.
3. Natural resource work including principles and techniques of conservation, basic principles of energy conservation, trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support.
4. Energy and water conservation methods and techniques.
5. Construction-related codes and requirements.

KNOWLEDGE AND ABILITIES (Cont'd)

6. Basic principles of safety including wilderness safety issues, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving.
7. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds.
8. Effective communication skills.
9. Leadership development
10. Principles of equal employment opportunity.

B. Ability to:

1. Work independently.
2. Explain and demonstrate safe work methods and practices.
3. Demonstrate skill in teaching young adults, including coaching them in communication skills and in motivation, inspiring them to establish and achieve personal goals.
4. Effectively organize and direct a work crew.
5. Hike difficult terrain in remote locations.
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with crew members.
7. Resolve conflicts.
8. Evaluate crew members.
9. Keep records and prepare written reports.
10. Analyze situations and take appropriate effective action.
11. Deal effectively with constructive criticism.
12. Conduct inspections of department projects.
13. Communicate effectively.
14. Recognize alcohol and drug issues and counsel young adults at risk, including substance abuse prevention.
15. Accurately report crew member hours worked and leave usage.
16. Coordinate and lead volunteers, internship programs, and/or satellite operations.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
18. Effectively balance the goals of crew member training and development with project development and completion.

PREFERRED OR DESIRABLE QUALIFICATIONS

Willingness to work for extended periods, occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry, and other physically demanding activities; and willingness to set an example for young people through attitude, ability, knowledge, attention to detail, and pride of work. Experience supervising six or more people, including responsibility for evaluating, developing, training and disciplining.

Knowledge of small engine power equipment; principles and developing trends regarding energy conservation; building trades; methods of group work; gang awareness; teaching and counseling techniques; foster care issues; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plant, natural resources, and wildlife ecology.

ELIGIBLE LIST INFORMATION

A departmental merged list will be established and the names of successful candidates will be placed onto the eligible list in order of final score. Eligibility expires **24 months** after it is established. Candidates may re-take the examination to re-establish eligibility after **18 months**.

CAREER CREDITS

Career credits will be added to the final score of all candidates who are successful in this examination and who qualify for these credits. For more information on career credits, please see the general information section on this bulletin.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

PRE-EMPLOYMENT REQUIREMENTS

Successful candidates who receive a conditional offer of employment will be required to do the following before they can be appointed:

- **Commercial Class C License** – Provide evidence that a Commercial Class C license with a Passenger Transport Vehicle special endorsement or equivalent has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – Pass a urine drug test. In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test. **Please note:** Per California Code of Regulations § 213.5, applicants who fail the drug test pursuant to section § 213.4 (h), will be disqualified from the examination in which they are competing and, except as provided by section § 213.5 (e), shall not be eligible to take any State civil service examination for a class for which drug testing is required until one year has elapsed from the date the drug test specimen is given.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigation (FBI).
- **Medical Exam** – A medical clearance exam is required for this classification.

CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst at (916) 341-3140 or by email at donna.tritt@ccc.ca.gov.

Updated 7/05/2019

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

State applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at www.jobs.ca.gov, or at <https://ccc.ca.gov/staff-jobs/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible lists are established by competitive examination, regardless of date, and must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Drug Testing: Applicants who are offered a Conservationist I position will be required to submit to a drug test. In accordance with California Code of Regulations section § 213.5, applicants who fail the drug test during the pre-employment process will have the job offer rescinded, his/her name withheld from the eligibility list and he/she will have to wait one year to re-take the exam.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.